



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at www.spb.ca.gov. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view of the examinations offered by the State Personnel Board at www.spb.ca.gov.

Location: Veterans Home of California – Yountville
Medical Administrative Service
110 California Drive, Yountville, CA 94599

Classification: Management Services Technician (5278)
Tenure/Time Base: Full-Time, Permanent
Salary: Range A: \$2495.00 - \$3034.00
Range B: \$2817.00 - \$3426.00
Final File Date: April 7, 2009
(Includes a compensation benefits package)

NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment

Description:

Under supervision of Chief of Medical Administrative Services: This position requires overall coordination of Admission Services to assure that all applications for admission to the Veterans home are processed consistent with Military and Veterans Code and Title 12 requirements. Requires extensive contact with potential Home Members and their families, professional clinical staff and Resident Care staff. Additionally works closely with other clerical admissions staff and coordinates all activities of the Admission office.

- Work with Veterans, Veteran families and others involved in the application process. Coordinate application process through admission to assure applicant meets basic requirements, all documents are obtained, records reviewed and applicable assessments scheduled. Maintain contact with applicants involved including family and friends, Veterans Administration, Veterans Service Officers. Social workers and other health care providers as needed to facilitate the application process. Respond to phone or letter inquiries or personal visits to address applicant and potential applicant questions, concerns and problems.
- Coordinate admission process. Review all incoming applications, checking that applicants meet administrative and medical criteria according to Admission Policy and State regulations. Maintain required correspondence with applicants to keep the informed of their progress through the admissions process. Distribute workload to other admission co-workers including response to application requests and data entry. Complete or assist in completion of admission paperwork, consents, obtaining required signatures, etc. Coordinate Admission Screening Committee meeting as relates to scheduling of meeting, informing members and submitting applications for review by the Committee. Maintain and update waitlists.
- Schedule appointments related to Admissions. As applicant moves through admission process – contact applicants to schedule functional assessments and medical exams as needed. Maintain admission calendar in Outlook. Assist applicants in arranging for Hostess House stays.
- Work closely with other Home departments involved in admission process. Coordinate scheduling of admission physical examinations with Scheduling, Ambulatory Care Clinic and Long Term Care Medical Staff. Coordinate with professional clinical staff as to availability and schedule for application reviews and functional assessments. Maintain contact with Residential Services to coordinate room/bed availability and assignment for new admissions.

Desirable qualifications:

Strong communication and customer service skills
Good work ethic
Experience working with Microsoft Office (Word, Excel and Outlook)

Benefits Package:

Benefit packages vary; please visit the www.spb.ca.gov website for benefit package information

Who may apply:

Applications will be accepted from individuals with permanent State Service in the class of Management Services Technician or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made.

To Apply:

Visit our website at www.cdva.ca.gov or the State Personnel Board www.spb.ca.gov to download the application. Submit your completed State Application (Std. 678), typing certificate and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Testing for State Eligibility:

Visit our website at www.cdva.ca.gov OR www.spb.ca.gov for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Release Date: March 24, 2009
Final File Date: April 7, 2009